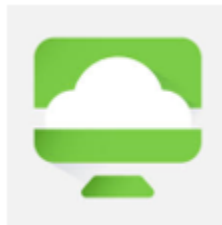


2021 Open Enrollment Instructions

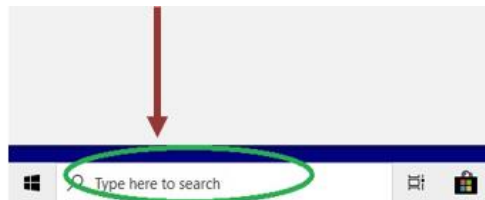
Please read these instructions first. Review other documents as necessary for you to understand your open enrollment options. **If you still have questions, contact Michele Leaks in Human Resources** (mleaks@carmel.in.gov or call 571-5850).

LOGGING IN TO OPEN ENROLLMENT SYSTEM

- Open the VMware Horizon App (see below). All enrollments, with the exception of retirees, must be done on a City computer. Parks Department employees must do their enrollment at a computer station in or near Lynn Russell's office.
 - If you have a shortcut on your computer, you can launch the app directly from your desktop by click on the VMware Horizon icon:



- If you don't have a shortcut, you can click on the Start icon on the bottom left of your screen and search for the app by typing "Horizon" in the search bar. Click the icon when it appears.



- Most users will see the Workplace icon. Click on it.

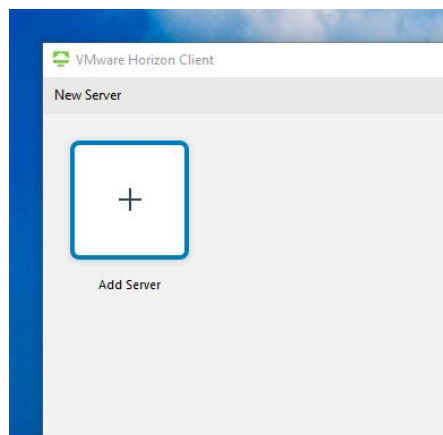


- Sign in using your City email and password.

- Click on the HR Insurance Election link.



If you need to Add Server enter “workspace.carmel.in.gov” in the “Enter the name of the Connection Server” box that appears.



GETTING STARTED

Once on your main screen, double-click your name in the Insurance Election History box to begin your 2021 elections.

NOTE: If you were hired by the City in the last quarter of 2019 or anytime in 2020, you will not have an Insurance Election History. You will need to click the “Add New Insurance Election” button on the right side of the main screen to begin your 2020 elections.

EMPLOYEE INFORMATION TAB

- Read instructions before beginning the election process.
- Review your personal information.
 - If your address has changed, contact your department’s Office Administrator for an address change packet.
 - You will have to select your marital status from the drop-down menu.

- Enter your daytime phone number and preferred email address. You will not be able to complete your enrollment until this information is provided.
- If any other information is incomplete or incorrect, contact Jim Spelbring in Human Resources (jpspelbring@carmel.in.gov or call 571-2465).
- Click on Save and Continue button at the bottom of the page.

PRIMARY EMERGENCY CONTACT

- Verify the Emergency Contact information and make any necessary changes or updates. Note that you must make a selection in the Relationship field
- Click on Save and Continue at the bottom of the page.

DEPENDENTS

- Review the information for all dependents already listed. Add middle initial, gender and Social Security number as necessary. Gender and SSN are required fields.
- For each dependent you wish to add in 2021, click the Add Dependent button and complete all fields. Do not list the names of any dependent for whom you do not want coverage. Click on Save.
- To delete a dependent you no longer wish to cover, click on the Delete link.
- Click on Save and Continue at the bottom of the page.

INSURANCE ELECTION

Your 2021 elections are pre-filled based on your 2020 elections. You can change any or all of them. (If this is your first year of open enrollment you will have to complete each section.)

- **Medical Plan**: Click the box next to the Plan and coverage level you want in 2021. If you do not want coverage, click the box next to the applicable reason.
- **Dental Plan**: Click on the dollar amount for the level of coverage you want. If you do not want coverage, click on the box next to Decline Dental and select the applicable reason.
- Make sure that all of the dependents that you are covering are listed. Click on Save and Continue at the bottom of the page.

OTHER ACCOUNTS

- **Health Savings Account**: If you choose Plan A, you are required to indicate your bi-weekly contribution to your HSA. Click No Coverage if you do not want to make a contribution. This option is not available to those enrolled in Plan B or those with no coverage.

- **Health Care Reimbursement Account:** If you choose Plan B or no coverage, you have the option to contribute to a Health Care Reimbursement (FSA) Account. Click the box next to the contribution limits and indicate your bi-weekly election. If you do not want a health care flex account, click the box next to No Coverage. This option is not available to those enrolled in Plan A.
- **Dependent Care Reimbursement Account:** Regardless of your medical insurance choice (Plan A, Plan B or no coverage), you have the option to contribute to a Dependent Care Reimbursement (FSA) Account. Click the box next to the contribution limits and indicate your bi-weekly election. If you do not want a dependent care flex account, click the box next to No Coverage.
- Click on Save and Continue at the bottom of the page.

REVIEW

- Review your elections. If you need to make changes click on Edit.
- Open and read the Medicare Part D Notice by clicking the link. ***You MUST do this in order to successfully submit your enrollment.***
- Read the terms and conditions of your coverage.
- Click at the bottom of the page indicating you accept and agree to the terms and then Accept to affix your electronic signature. Do not sign until you are completely finished making your elections. You will not be able to sign until you have answered all the required questions. ***After you affix your electronic signature, your elections are locked and cannot be changed. Select Print to save a copy of your elections.***